

IMPORTANT NOTICE TO ALL PPQ OFFICER APPLICANTS

As stated in the vacancy announcement, as a new PPQ Officer *you must meet four conditions for Employment within a 1-year probationary period to retain your position:*

1. You must complete and pass New Officer Training (NOT) by achieving a final grade of 80 percent or above in each of three major subject areas.
2. You must complete and pass PPQ's Pesticide Certification Training with a minimum score of 80 percent.
3. You must submit to a background investigation and receive clearance.
4. You must demonstrate satisfactory job performance and conduct.

The probationary period begins on your "enter on duty" date.

NEW OFFICER TRAINING (NOT): The purpose of NOT is to help you acquire the technical skills and knowledge needed to accomplish PPQ's mission. The training prepares you to make regulatory decisions, identify pests and plant diseases, and conduct other job-related activities. You must complete and pass each major subject area with a minimum score of 80 percent. Retesting is not permitted.

NOT takes place at the Professional Development Center in Frederick, MD, and lasts approximately 10 weeks. You will receive additional information about NOT after your appointment begins.

PESTICIDE CERTIFICATION TRAINING: The purpose of Pesticide Certification Training is to meet national requirements authorizing you to apply pesticides and conduct fumigations safely, in support of PPQ programs. You must pass the certification test with a minimum score of 80 percent.

BACKGROUND INVESTIGATION: The purpose of a background investigation is to authorize your access to sensitive information. Employees of the GS-0436 series must undergo a background investigation. After your employment, and as part of the clearance process, you must complete form SF-86 (Questionnaire for National Security Positions), and form SF-312 (Classified Information Nondisclosure Agreement).

PERFORMANCE AND CONDUCT: The purpose of the performance and conduct requirement is to promote development of a professionally competent and responsible workforce. You must meet the "fully successful" standard regarding job performance, and refrain from unacceptable conduct such as conflict of interest, prohibited activities, poor attendance, and so forth.

To acknowledge your receipt and understanding of the above requirements, please sign, date, and return this document.

_____ Signature	_____ Date	
_____ Name (Please Print)	_____ Effective Date of Appointment	
_____ Work Unit (City, State)	_____ Social Security Number	_____ Canine Officer ? (Yes/No)